RESEARCH INFORMATION & IT SERVICES GOVERNANCE GROUP
MINUTES

Date: Monday 18th February 2013
Time: 2.00 – 3.30pm
Venue: Ground floor meeting room, 2 Taviton Street, UCL

Chair: David Price (DP)

Present (20):
Andrew Clark (AC), Peter Coveney (PC), James Hetherington (JH), Graham Hunt (GH), Nik Kaltsoyannis, Gavin Mclachlan (GM), Jacky Pallas (JP), Max Wilkinson (MW), David Balding (DB), Richard Catlow (RC), Martin Moyle (MM), Sinead Kennedy (SK), Patrick Malcolm (PM), Marek Ziebart (MZ).


Secretary: Ros Smith


Matters Discussed
1.1 Welcome and apologies
   1.1.1 The Chair welcomed colleagues to the meeting.
   1.1.2 Apologies were noted.
1.2 **Approval of Minutes**

1.2.1 Minutes of the last meeting were approved by the Board.

1.3 **Changes to this year’s project portfolio**

1.3.1 GM outlined changes to some of the original bids, namely:

- Legion IV has been decreased from £856k to £836k;
- the Centre for Innovation project has increased from £43k to £63k to pay for an addition 25% share for UCL in the IRIDIS general use HPC cluster;
- the UCL Research Data project added £50K of recurrent costs in for years 2 and 3 as the vendor did not give favourable terms to pay maintenance in advance. The project will be overspent by £100K.

These changes were approved by the RIISG governance Group.

1.4 **Long term view of projects**

1.4.1 The 3 main areas of focus looking ahead are:

- research data;
- Research applications
- HPC and Research software development.

GM would like the group to study the current suggested bid list and prioritise it and make deletions or additions as befitting.

1.4.2 The Research Data Project will be starting its pilot in a few weeks’ time. DP mentioned that the project should publicize more.

1.4.3 The UCLP network Project will be building a secure network between UCL and our hospital partners to share systems, starting with GOSH.

1.4.4 The IDHS Project is a secure dual factor authenticity system which meets NHS requirements. Its current status is Amber.
1.4.5 In answer to DP’s query, GM states that the underlining data in the Research Data system will link into RPS, and confirms that it complies with Governmental Policy. MW points out that the long term stability of this will happen in archiving.

1.4.6 PC asks about the distribution of funding spend between the allocated £5m for the potential MRC grant. A list of RIISG projects was identified that closely matched those needed by CHAPTER. It is possible that these project could be funded through the CHAPTER MRC grant.

1.4.7 PC adds that the CRICK members are also interested to know this, as there maybe £50k more to spend on this. GM says that he is involved in CRICK. DP asks that we identify our baseline needs.

**Action** GM: to confirm the RIISG projects that could be funded by the CHAPTER MRC grant.

1.4.10 Regarding applications, the biggest project is the Research Information Management System. This is a holistic system, a long-term project with several add-ons.

1.4.11 The REF project will be completed in 2014.

1.4.12 The Strategic Partnership System Project is designed to better track and interface with UCL partners, for example: to enable benchmarking through establishing ratings against competitors and peers. Perhaps we can work with RIM on this. DP points out that this does not include Academic Analytics yet and we need to figure out whether Academic Analytics will be paid from the RIISG budget.

1.4.13 IRIS will be funded until 2015. It might be replaced by the RIM system after that.

1.4.14 LAMIS is ongoing.

1.4.15 The Equipment Database Project will increase in scale until 2015. JP adds that a lot of equipment will be available by catalogue soon.

1.4.16 The e lab Notebook project is not scheduled in yet, as it is currently too expensive to do. We might, however, implement a cut-down version in some departments in approximately 2 years. On-boarding will be the biggest challenge. We need to agree the order of priorities, such as e lab over equipment.

1.4.17 the storage system is running well:- it is reliable and the users are happy with it. There will be a refresh this year to increase capability.

1.4.17 A Teaching and Learning cluster will be implemented in Bloomsbury next year. Then we will build a scalable HPC facility. ISD will do the infrastructure, storage and networking. It can be scaled up in different ways, such as GPU.
1.4.18 Software development will take the form of platform and infrastructure development. This will comprise kit and scientific software for testing, tracking, bug searching etc.

1.4.19 The Research Computing Project was granted £1.2m last year, and other smaller amounts will be coming into this project as well.

1.4.21 The RIISG spend proposal for 2013/2014 is £3.7m. ISD as a whole will have £6.6m allocated. The RIISG proportional allocation for FY 2013/14 is thus expected to be £1.25m. This is smaller than the £2.5m spent this year in RIISG, as there is forecast to be very little unspent reserves rolling from FY 2012/13 to FY 2013/14.

1.4.23 There will be a spike in costs in 2015/2016 with, among other things, HPC refreshes. DP would like us to re-jig our timescales so that the spikes don’t all occur at once.

**Action GM:** talk to Finance about methods of smoothing this cost across fiscal years.

1.4.24: SLIMS and BEAMS are now also drawing down on RIISG funds. The number of faculties involved in this has increased from 2 to 6. RC observes that in light of this, the sums allocated are meagre. DP adds that we should quantify and highlight this. DC suggests that we explain how greater savings are being made overall, and, can we perhaps share some of the costs across broader groups? This will lead to greater uptake and usage by more groups of people.

**1.5 Bid List**

1.5.1 GM asks that the group look at his proposed list and decide which ones they think should be approved to be created a full written bids (business cases). There may be others not yet on this list. DP suggests that we examine the most expensive ones first and decide from there.

- IDHS: this may be funded from elsewhere, such as the MRC – we need to establish whether this is possible.
- Research Data Rollover: we may be able to get some funding from the bio-medical arena and potentially MRC.
- RIM: yes
- REF: yes
- HPC: yes. CG was asked to see whether this can be phased. Perhaps allocate 0.75m this year, and the rest next year?
- UCLP rollout: yes
- LAMIS Stock Control: yes. involved in 150 projects. £50k more will be coming into this one.
- RCFS R&D: yes.

1.5.2 GM asks whether there are any other ideas and asks the group to look at the other tabs ion the spreadsheet as well. Also look at the rejected list in case we want anything from there.

1.5.3 Next steps include a Business Case being put together before the next meeting. DP asks that we consolidate several of the smaller bids together.

1.5.4 DP asked that, in the next RII SG meeting, when we consider the bids – we should consider them against the known budget envelope first.

1.5.5 It was remarked that perhaps some of the funding for the RIM project (within its business case) should come from savings within Research Administration and Research Finance.

**Action GM:** send out Business Case to group for comments on the bids are written

**Action GM:** Consolidate the bids down to a few number.

**Action CG:** Look at the plan for the scalable HPC project and see whether the project can be phased across fiscal year boundaries to help smooth the spike in costs.

1.6 **AOB** – DP asked that we have reports from the working groups at the next RII SG including CFIi usage reports.

**Action GM:** construct agenda for the next RII SG per above instructions.

2. **Action Points**

<table>
<thead>
<tr>
<th>No</th>
<th>Date</th>
<th>Minute</th>
<th>Owner</th>
<th>Action</th>
<th>Status</th>
<th>Notes</th>
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<tbody>
<tr>
<td>3</td>
<td>24.1</td>
<td>1.4.4</td>
<td>G.H</td>
<td><strong>WG3</strong> - Seek replacement for Andrew Clarke</td>
<td>open</td>
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<tr>
<td>4</td>
<td>24.1</td>
<td>1.5.5</td>
<td>G.M</td>
<td><strong>E-infrastructure South Consortium:</strong> Report on subsequent maintenance cost.</td>
<td>closed</td>
<td>At this meeting 18/2/13</td>
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<tr>
<td>5</td>
<td>24.1</td>
<td>1.5.6</td>
<td>All</td>
<td>Discuss HPC strategy for 2012/2013</td>
<td>ongoing</td>
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<tr>
<td>8</td>
<td>24.1</td>
<td>1.8.2</td>
<td>G.H</td>
<td><strong>Research Accelerator:</strong> Graham Hunt to liaise with Kate Oliver Engineering Faculty re promotion strategy</td>
<td>ongoing</td>
<td>Finished in the next 6 months</td>
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<tr>
<td>9</td>
<td>24.1</td>
<td>1.5.7</td>
<td>GM</td>
<td><strong>Research Network</strong>: Gavin McLachlan to deliver a report on the current and future planning Research Network and Research Network Strategy.</td>
<td>open</td>
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<tr>
<td>11</td>
<td>24.1</td>
<td>1.5.7</td>
<td>CG</td>
<td><strong>Long term RC Strategy and roadmap</strong>: Clare Gryce to provide and updated and long term Research Computing strategy and roadmap for consideration.</td>
<td>CG to check status</td>
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<td>12</td>
<td>18.4</td>
<td>1.5.1</td>
<td>GM</td>
<td><strong>The Research Network map</strong>: Gavin McLachlan to liaise with Prof Alan Smith, Department of Space and Climate Physics to discuss HPC access problems for MSSL.</td>
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<td>15</td>
<td>18.4</td>
<td>1.10.1</td>
<td>GM</td>
<td><strong>Report from WG#4 Research Applications</strong>: Gavin McLachlan to investigate funding from UK RC for equipment register</td>
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<td>16</td>
<td>4.12</td>
<td>1.4.3</td>
<td>GH</td>
<td><strong>Equipment Register (Kit-Catalogue)</strong>: Graham Hunt to place this project under Green category (anticipated bids 2013/14)</td>
<td>ongoing</td>
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<tr>
<td>17</td>
<td>4.12</td>
<td>1.5.4</td>
<td>CG</td>
<td><strong>CfI usage</strong>: Clare Gryce to present CfI usage data at next RIISG meeting.</td>
<td>ongoing For next meeting 10/4/13</td>
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<td>18</td>
<td>4.12</td>
<td>1.7.2</td>
<td>SM</td>
<td><strong>Identifiable Data Handling Service (IDHS) project</strong>: Sam Massiah to advertise and promote awareness of this service</td>
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<td>19</td>
<td>18.2</td>
<td>1.4.9</td>
<td>GM</td>
<td><strong>Budgeting</strong>: confirm the RIISG projects that could be funded by the CHAPTER MRC grant.</td>
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<td>GM</td>
<td><strong>Budgeting</strong>: talk to Finance about methods of smoothing large projects' costs across fiscal years</td>
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<td>21</td>
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<td>GM</td>
<td><strong>Business Case</strong>: send out Business Case to group for comments on the bids are written</td>
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<td>22</td>
<td>18.2</td>
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<td>GM</td>
<td><strong>Bid list</strong>: Consolidate the bids down to a lower number</td>
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<td>23</td>
<td>18.3</td>
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### 3. Next Meeting

#### 3.1. 10th April 2013, Ground Floor Meeting Room, 2 Taviton Street, UCL